

Job Vacancy Finance and Stock Officer

The Finance and Stock Officer for Marie Stopes International Cambodia (MSIC) ensures the accurate and timely processing of key accounting data from MSIC clinic and project related transactions, as well as management of key payables and income functions. In addition, the role is responsible for managing all processes and systems used by MSIC to manage medical stock, including its delivery to MSIC health service delivery points. The position reports to the Finance Manager and works closely with other team members and maintains relations with external stakeholders, including suppliers and banking partners. MSIC is a social business, so experience from the private or NGO sector is welcome.

Job Title:	Location:	Reporting to:	Probationary Period:
Finance and Stock Officer	Phnom Penh (will require occasional travel outside PP)	Finance Manager	3 months

MSI Reproductive Choices is a global social business providing sexual and reproductive health services, with a particular focus on ensuring access to contraception and safe abortion services. Our team of professionals are passionate about the work they do in communities across 37 countries. Marie Stopes International Cambodia (MSIC) was established in 1998 and operates seven reproductive health clinics, a network of Marie Stopes Ladies (independent private sector facilities) and a SRH helpline/contact centre. In 2021, MSIC provided services to over 50,000 women and men in Cambodia. The primary responsibility of this role is to further the **MSI Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **MSI Reproductive Choices' Core Values**

Mission Driven	Client Centred	Accountable	Courageous
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Key Responsibilities

Accounts Payable and Bank operation

- Enter approved invoices/project expenses and payable transactions into the MSIC accounting system in a timely manner
- Prepare cheques for approval from management based on authorization levels and ensure that reimbursements to MSIC clinics and staff are processed efficiently
- Ensure that all payments made to suppliers are in line with the invoice, contract and credit terms
- Verify that MSIC clinic, staff and project advances are granted and settled as per the MSIC procedure and are compliant with respect to the authorisation and documentation requirements
- Support MSIC banking processes, including the transferring of money, exchange of currency etc, ensuring that payments are completed on time
- Release cheque payment to supplier or staff
- Witness and assist with monthly cash counts

Sales and Invoicing/Receivables

- Enter MSIC service income and service number transactions into the MSIC accounting system
- Liaise with MSIC clinic cashiers/receptionists to ensure good cash management practices in the clinics, such as regular cash deposits and correct recording of income and expenditure
- Perform bank reconciliation and ensure it is completed on time
- Review debtor balance and ensure it is reconciled

Procurement and Stock Support

- Assist line manager to process purchasing transactions in adherence to MSIC procurement policy forms/processes and donor compliance.
- Assist the MSIC annual procurement planning process
- Minimise fraud, including ensuring that no commissions are received by team members across the organisation
- Coordinate efficient stock management, including forecasting stock, ordering stock and arranging the receipt and delivery of stock to the support office and across all clinics to ensure stock levels are always maintained
- Manage and administer the MSIC internal stock control system and update all stock movements, ensuring compliance with the relevant requirements
- Coordinate with all the MSIC clinics and arrange the schedule for stock counts at each MSIC clinic location

- Plan and attend regular stocktakes with other Finance Department team members at MSIC clinic locations
- Issue stock to Marie Stopes Ladies and telemedicine services as required
- Review daily/weekly stock reports from MSIC clinics
- Submit monthly stock movement reports to the MSIC Finance Manager
- Maintain security and appropriate storage of stock at all times and in line with MSIC guidelines

Assist in the Registration of Drug Licenses

- Prepare and submit documents to re-register MSIC drug licenses with the Cambodian Ministry of Health (MoH)
- Work closely with government officials at the MoH to ensure any updates on the requirements of drug re-registration licenses are met
- Coordinate with the recommended suppliers from MSI UK Supply Chain Team to ensure the correct supporting documents are used when applying for the drug licenses

Ensure Appropriate Products Are Purchased

- Keep up to date with new medical products on the Cambodian market in line with MSI's Product Quality Management System (Q-Trak)
- Prepare and implement market assessments on the local and international market to obtain the price of required MSIC medical products and equipment
- Source potential suppliers who can supply the latest products that are high quality and with competitive prices
- Keep sourcing alternative products to ensure MSIC uses the highest standard of medical product with our clients

Compliance and Other Duties

- Prepare documents for auditors as required
- Ensure the supporting documents for expenditure and income are correct and policy compliant
- Assist in maintaining the accounting filing system and records

Qualification/Skill and Experience:

- A Bachelor degree in accounting, finance or business administration.
- Preferably working towards a professional accounting qualification.
- At least 3 years of practical experience in accounting, stock and/or accounts payable functions
- Proven customer service experience
- Experience with SUN Accounting system is an advantage
- Knowledge/experience of DFAT compliance is an advantage
- No NGO experience required, private and public sector experience welcome

Skills

- Fluent in Khmer and English, both oral and written
- Approachable with strong interpersonal & listening skills
- Ability to prioritise tasks efficiently.
- The highest levels of integrity with a strong ethical sense
- IT literate, strong Excel skills

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

We are committed to Child and Adult Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer – women and persons with disabilities are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter) to hrd@mariestopes.org.kh or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1st Floor, Sothearos Boulevard, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 017343426 / 010887075.**

Only short-listed candidates will be contacted.

Closing date for applications is **9th November 2022.**